

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #890606-04

SCHEDULE #: 90-020

EFFECTIVE DATE: 7/13/90

Agency Code: 478-011
Agency: Secretary of State
Creating Office: Real Estate Commission

Series
Title/Dates: "American College Testing (ACT) Reports." 1985 and continuing.

Access: Closed [Examination Rosters with test scores only]
Class: Individual

Related To: Scores of real estate license examinees passed and failed sales and broker exams.

Arrangement: Filed chronologically, by month, by year.

Retention
Requirement: Administrative need: Monthly Exam Analysis Report, one (1) year; Annual School Summary Report, fifteen (15) years; Examination Roster, permanent.

Media: Paper and Microfiche

Disposition
Instructions: Cut off at end of each calendar year.

Monthly Exam Analysis Report: Hold in current files area for one year or until Annual School Summary is received; then destroy.

Annual School Summary: Hold in current files area 5 years, then transfer to State Records Center, hold 10 years, then destroy.

Examination Roster (Test Scores):

- Paper Copy: Hold in current files area 1 year and destroy after verifying microfiche.
- Microfiche Copy (Furnished by ACT): Hold in current files area 10 Years; then transfer to Archives for permanent storage. Longer retention in current files area is authorized.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.


Edward Weldon
Secretary of State Designee

7/13/90
Date

X		If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	Examination Roster (Test Scores)
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy, number passing-published in newsletter
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? American College Testing
X		i. Is this series (or a major portion of it) regularly microfilmed? Examination Rosters Only
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | See below _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Admin Need: Monthly Exam Analysis Report - One year until Annual report is received.
Annual School Summary Report - 15 years - To coincide with file series
"Approved Real Estate Schools."
Examination Rosters (Test Scores) - This series has permanent value.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

-Monthly Exam Analysis Report: Hold in CFA for one year or until Annual School Summary is received, then destroy.

-Annual School Summary: Hold in CFA 5 years, then transfer to State Records Center, hold 10 years, then destroy.

-Examination Roster (Test Scores):

Paper Copy: Hold in CFA 1 year and destroy after verifying microfiche.

Microfiche Copy: (Furnished by ACT) - Hold in CFA 10 years; then transfer to Archives for permanent storage. Longer retention in CFA is authorized.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	2-12-90	<i>[Signature]</i>	2-14-90
** See page 3 for signatures			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
890606-04		Date	
State Auditor/Designee			
Secretary of State/Designee			
Attorney General/Designee			

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890606-04

FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Office of the Secretary of State
Georgia Real Estate Commission
148 International Blvd, Suite 500
Atlanta, Georgia 30303-1734

FOR RECORDS MANAGEMENT USE

Application Number

Date Received

Date Completed

FEB 14 1990

2. Person to Contact

Durward L. Forbes

Working Title

Time Sharing Specialist

Telephone Number

656-3916

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1985 Present

5. Records Series Title (followed by title used in office; if different)

American College Testing (ACT) Reports

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Georgia Real estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers and salespersons. Additionally, the Commission establishes rules and regulations relating to the professional conduct of real estate licensees in the State of Georgia. The Commission also conducts investigations into any alleged misconduct on the part of real estate licensees.

The Education section is responsible for the testing of applicants and evaluation and filing of American College Testing (ACT) reports; also for processing school and instructor approvals and evaluating grant proposals.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

- Documents relating to: -Exam Rosters - Listing of all examinees - passed and failed sales and brokers exams.
Included are: -Number of applicants
-Number of times exam taken
-Analysis of Exam Questions: History/performance
-School Summary report; end of year report

The above reports are furnished by ACT.

File is arranged: Chronologically, by month, by year

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 10; Seven to twelve months old 5-10; Thirteen to twenty-four months old 5;
twenty-five months and older 5?

9. Annual Rate of Accumulation of Records

First transfer of records in 1991 1,000 pages 12x15 binders
1,500 pages 12x15 binders
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____